



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



JENNIFER M. GRANHOLM
GOVERNOR

FISCAL YEAR 2004

THOMAS D. WATKINS, JR.
SUPERINTENDENT OF
PUBLIC INSTRUCTION

**CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMO #5**

TO: Child and Adult Care Food Program Sponsors

FROM: Julie Stark, Interim Director
Office of School Support Services

DATE: December 29, 2003

SUBJECT: CIVIL RIGHTS COMPLIANCE REMINDERS

A. All services and facilities must be made available to all persons without regard to race, color, sex, age, disability or national origin.

B. WRITTEN INFORMATION

The following statement should be printed on any form that is necessary for a child to participate in the Child and Adult Care Food Program.

In accordance with Federal law and U. S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Any written information directed to potential beneficiaries of the Child and Adult Care Food Program that is distributed by an institution must also include the statement and procedure for filing a complaint. This includes all forms and flyers used/seen by parents or the general public, including handbooks, leaflets, brochures, bulletins, and newspaper announcements. The statement should be located in a prominent place in each publication.

- When using photographs and/or other graphics on printed information, the message of equal opportunity must be conveyed by picturing persons of different minority groups.
- The nondiscrimination poster entitled *And Justice for All*, must be displayed in a prominent place in **each** center. A poster must also be displayed in the administrative office if the office is not located in a center. If you need additional posters please contact the CACFP office.

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • (517) 373-3324

C. VERBAL INFORMATION

Radio and television announcements about the Child and Adult Care Food Program that last 30 seconds or less, should state: **THIS IS AN EQUAL OPPORTUNITY PROGRAM®**

D. RACIAL/ETHNIC BENEFICIARY DATA

Racial/ethnic beneficiary data must be collected **each year** for **each center** and must be maintained on file for 3 years following the end of the fiscal year to which it pertains. The data should be collected using the following instructions.

1. Determine the number of potential eligible beneficiaries by racial/ethnic category for the area serviced by each center.

Use the enclosed **"Racial Census Report by School District 2002-2003"**, compiled by the Michigan Department of Education.

- identify the school district area your center services.
 - locate the potential eligible beneficiaries by racial/ethnic category for the school district identified.
 - record the racial/ethnic distribution by category for the school district and keep in your Civil Rights file for 3 years following the end of the fiscal year to which it pertains.
2. Collect and compile the racial/ethnic data for:
 - children applying to participate in the Child and Adult Care Food Program (children on your waiting list);
 - children receiving the benefits of the Child and Adult Care Food Program;
 - the child care staff.

A form is attached that can be used to compile the center's data. Multi-site sponsors may wish to duplicate the form for each site under its sponsorship. If you have any questions regarding this memorandum, contact:

Michigan Department of Education
Child and Adult Care Food Program
P.O. Box 30008
Lansing, Michigan 48909
Phone: (517) 373-7391 Fax: (517) 373-4022

Please keep this memo on file or in a notebook for quick and easy reference!!

Enclosures